



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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F.No. 1484-19/AD-Rules/PS/486

Dated 07.02.2020

**Notification**

In compliance with approval of Chairman, BOG and in accordance with GFR-2017, the following amendments are made in the existing Store and Purchase Rules with immediate effect:

S.No.	Existing Rules	Amended Rules
1.	<b>Rule 7.1 (a)</b> - Purchase of Goods without Quotations; Value up to Rs.15, 000.00	<b>Rule 7.1 (a)</b> - Purchase of Goods without Quotations; Value up to Rs.25, 000.00 as per GFR Rule No.154
2.	<b>Rule 7.1 (b)</b> - Purchase of goods valuing above Rs.15,000.00 and up to Rs.1.00 Lac (Through Purchase Committee without Quotations) and <b>Rule 7.1(c)</b> Purchase above Rs.1.0 Lac and up to Rs.2.00 lacs [(Through Purchase Committee with Quotation(s))]	<b>Rule 7.1 (b)</b> - Purchase of goods valuing above Rs.25,000.00 and up to Rs.1.00 Lac (Through Purchase Committee without Quotations) and <b>Rule 7.1(c)</b> Purchase above Rs.1.0 Lac and up to Rs.2,50,000.00 lacs [(Through Purchase Committee with Quotation(s)) as per GFR Rule No. 155
3.	<b>Rule 7.2.1</b> - Medium Purchase above Rs.2.0 lacs and upto Rs.25.00 lacs	<b>Rule 7.2.1</b> - Medium Purchase above Rs. 2,50,000.00 lacs and upto Rs.25.00 lacs as per GFR Rule No.162.
4.	<b>Rule 7.3.2: Advertised Tender Enquiry</b> All purchases valuing Rs.25.00 lacs and above, will be done through an advertised tender enquiry. Such purchases will be handled by the Store and Purchase Section. The notice inviting tenders / quotations along with specifications will be displayed on the Institute website, Central Public Procurement Portal (CPPP). The website address should be given in the tender notice. Normally 04 weeks period should be provided for opening of each tender. Advertisement should be given in at least one National daily having wide circulation. For such purchases, Purchase Committee consisting of indenter/purchaser, Head of the department concerned or his nominee, one or two external experts, one representative from the Accounts and Purchase section as approved by the appropriate CFA shall recommend the purchase.	<b>Advertised Tender Enquiry(Rule No. 161 of GFR)</b> (i) Subject to exceptions incorporated under Rule 154,155, 162 and 166, invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs. 25 lakhs (Rupees Twenty Five Lakh) and above. Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM. An organisation having its own website should also publish all its advertised tender enquiries on the website. (ii) The organisation should also post the complete bidding document in its website and on CPPP to enable prospective bidders to make use of the document by downloading from the web site. (iii) The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded. (iv) In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders. (v) Where the Ministry or Department feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Ministry or Department may send copies of the tender notice to the Indian Embassies abroad as well as to the foreign Embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries. In such cases e-procurement as per Rule 160 may not be insisted. (vi) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale,





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		whichever is later. Where the Department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.
5.	<p><b>Rule: 27-</b> Liquidated Damages (Late Delivery) There should be a suitable provision in the terms &amp; conditions of the contract for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible. Such recovery through liquidated damages should be without prejudice to the other remedies to the purchaser under the terms of the contract. A penalty clause for a penalty of 1% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 10% of the ordered value is to be incorporated in the contract terms. If the payment term is 100% against delivery and if there is delay in supplying the material then a cheque of penalty amount must be taken from the seller in favour of the Registrar, IIT Ropar. <b>However, Director can extend the delivery period if he/she is satisfied that the reasons for delay in supply of material intimated by the supplier are genuine/ justified.</b></p>	<p>The competent authority for waiver of LD charges and extension in delivery period has been changed to <b>Registrar</b> from the <b>Director</b>.</p> <p>Rest remains the same.</p>
6.	<p>The provisions of the office memorandum dated 21<sup>st</sup> April 2019 regarding the implementation of the GeM at IIT Ropar (Copy attached at Annexure " A" ) will be added to the Store and Purchase Manual and shall be followed at IIT Ropar as per recommendations of committee and further approval of competent authority.</p>	

This has the approval of Competent Authority.

23. May 2019

(Registrar)

**Copy to:**

- 1) All Deans / Associate Deans
- 2) All HoDs
- 3) Librarian
- 4) Deputy Registrar (S&P)
- 5) Deputy Registrar (Acad)
- 6) Deputy Registrar, Establishment
- 7) Assistant Registrar (Accounts)
- 8) Assistant Registrar (SA)
- 9) All Sectional Heads
- 10) PS to Director
- 11) PA to Registrar
- 12) File Copy